
CalJOBSSM Message Center

USER GUIDE

Employment Development Department

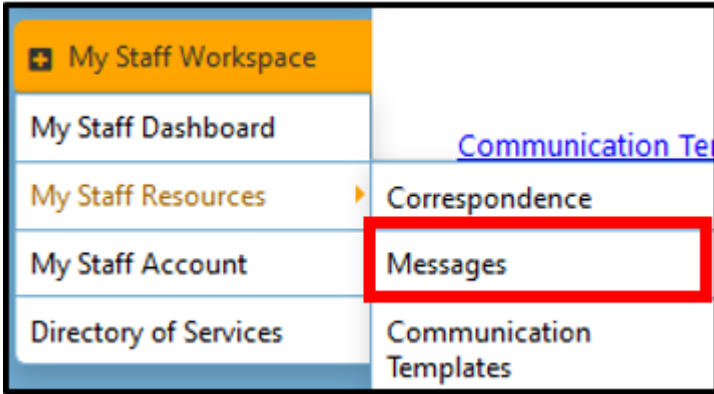
Workforce Services Branch

2020

Creating and Sending a Message to an Individual.....I

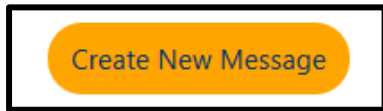
Individual Reply to Staff MessageII

I. Creating and Sending a Message to an Individual

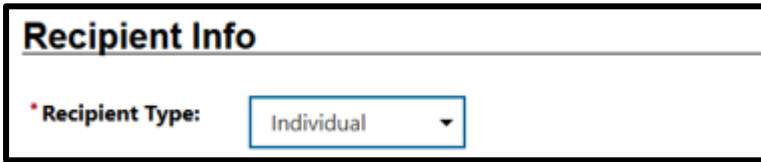


Go to **My Staff Resources** under “My Staff Workspace” from the navigation menu on the left side.

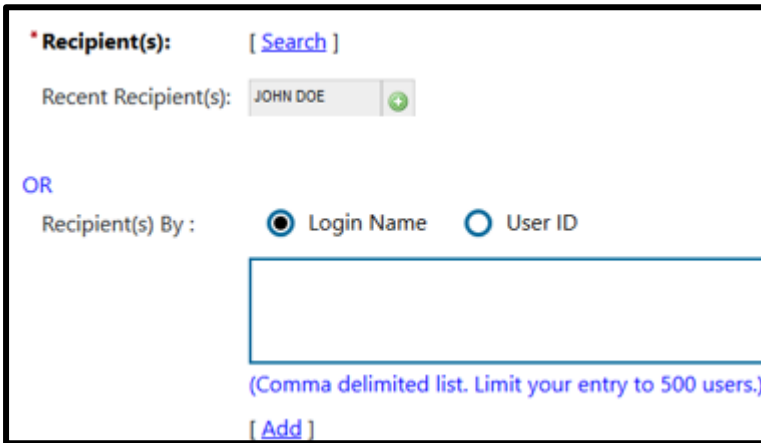
Click **Messages**.



Click **Create New Message** at the bottom of the page.



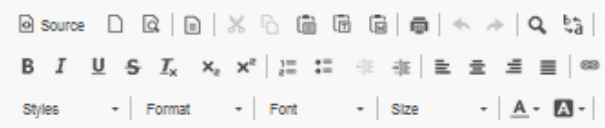

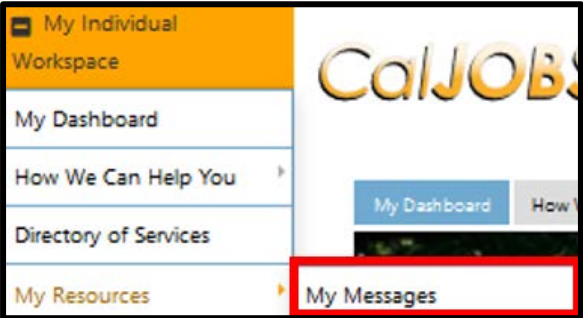
Recipient Type: Individual.



Recipient(s):

- Search: Launches Individual Search page.
- Recent Recipient(s): Lists recently assisted individual(s). and/or
- Recipient(s) By Login Name or User ID: Type in text box and then click Add.

*Multiple recipients can be added to one message.

<p>Delivery Method</p> <p>* Select Method:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Internal Message (Message Center) <input type="checkbox"/> Email (If Available) <input type="checkbox"/> Text Message (If Available) <input type="checkbox"/> Text Message Notification (If Available) <hr/> <p><input type="checkbox"/> Use Recipient's Preferred Notification Method</p> <hr/> <p>Request Read Receipt <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Delivery Method: Select one or more methods.</p> <p>*There is an option to request a read receipt.</p>
<p>Message</p> <p>* Subject: <input type="text"/></p> <p>* Message:</p> 	<p>Message: Enter Subject and message.</p>
	<p>Click Send.</p>
<p>II. Individual Reply to Staff Message</p>	
	<p>Go to My Resources under “My Individual Workspace” from the navigation menu on the left side.</p> <p>Click My Messages.</p>

<div data-bbox="162 216 977 436"> <table border="1"> <thead> <tr> <th>From</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>Case Manager</td> <td><u>Request for Documentation</u></td> </tr> </tbody> </table> </div> <div data-bbox="185 480 950 627"> <p> <input type="button" value="Delete"/> <input type="button" value="Reply"/> <input type="button" value="Cancel"/> </p> </div>	From	Subject	Case Manager	<u>Request for Documentation</u>	<p>Open message and click Reply.</p>
From	Subject				
Case Manager	<u>Request for Documentation</u>				
<div data-bbox="206 707 928 1379"> <p>Message</p> <hr/> <p>* Subject: RE: Request for Documentation</p> <p>* Message:</p> <div data-bbox="233 1062 924 1247"> <p> <input type="button" value="Source"/> <input type="button" value="Image"/> <input type="button" value="Link"/> <input type="button" value="Text"/> <input type="button" value="List"/> <input type="button" value="Table"/> <input type="button" value="Print"/> <input type="button" value="Undo"/> <input type="button" value="Redo"/> </p> <p> B <i>I</i> <u>U</u> S <i>I</i>_x x₂ x³ </p> <p> Styles Format Font Size </p> </div> </div>					

	<p>Click Send.</p>
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